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18 July 1969

MEMORANDUM FOR: []

SUBJECT : Possible RMO Assignments for []

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1. The inquiry you and [] make concerning possible assignments throughout the Agency in the position of Records Management Officer which I might recommend for [] has resulted in the following list of Areas in need of such manpower. The list is arranged according to my judgement of the order of priority consideration and preference in light of my understanding of the capability, suitability, and special requirements involved:

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1. Office of Finance, DDS---Records Management Officer
2. Office of Central Reference, DDI---Records Management Officer
3. Office of Basic Intelligence, DDI---Records Management Officer
4. Office of Computer Services---Records Management Officer
5. DDS&T---Directorate Senior Records Management Officer
6. DDS---Directorate Senior Records Management Officer
7. DCI---Area Senior Records Management Officer
8. Office of Training, DDS---Records Management Officer

2. Those top three offices listed have the three largest cubic foot volumes of records stored in the Center and two have the Agency's largest volumes in their offices as well. We get a reasonable impression of the records load from these volumes and number of forms the current officers are trying to cope with in these areas:

<u>Office</u>	<u>Rec. Ctr.</u>	<u>Offices</u>	<u>Forms</u>	<u>RMO</u>	<u>GS</u>	<u>Time on Prog.</u>
DDI/OBGI	20,655	17,412	69	[]	12	10%
DDI/CRS	11,022	41,946	212	[]	11	25%
DDS/O/Fin.	11,804	4,059	225	[]	9	25%

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These largest volumes of records in the Agency each need the full-time attention of two or more RMO's. The volumes could be cut if they were reviewed and if their related file systems were revised. Finance must improve its field station file systems worldwide in order to comply with a DDS request of March 1968. They must assign the "Office of Record" responsibility for several types of finance records to prevent their unwitting illegal destruction in the various components. The two DDI

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offices have a compelling need to convert their enormous Supplemental Distribution volumes from hard copy to a miniaturized system and this will require much analysis, planning and coordination.

3. I have listed O/Finance first because it is a DDS Office and Mr. Bannerman's word would suffice to accomplish the assignment, whereas negotiations would be required in other Directorates. But if other Directorate components may be considered then I would move to the head of the list Office of Computer Services. Ray is very knowledgeable in the automation field and did complete a records survey in OCS last year. Nothing is being done "records-wise" in OCS because they do not consider magnetic tapes to be records. This will eventually come back to haunt them and the Agency unless they do some serious records systems work on documentation and disposition scheduling of their programs and the 9,500 magnetic tapes now on hand. Finally they have equipment requirements such as movable shelving would almost double their present tape library capacity. Forms and microfilming are two additional areas needing attention in OCS along with the 1,545 cu. ft. of paper files in their offices.

4. To be a Directorate Senior Records Officer requires more than attending the Records Board meetings. He must supervise ten or more component Records Programs and conduct surveys as well as coordinate his area records actions with other Directorates upon which they impact. Management Planning Development, and control of new records systems such as the on-coming microform systems are his responsibility. New controls over records creation and file systems are needed in every Directorate component if we are to conquer our storage and disposal problems.

5. I feel the DDS&T needs a Senior Records Officer of [redacted] caliber. I would have put this at the head of the list, had not the DDS&T, Executive Officer, [redacted] turned down this suggestion a year ago. At present that Directorate has a GS-11, [redacted] the Chief, of their Registry Section handle this important function in addition to his regular duties. He is doing as well as can be expected under the existing circumstances. [redacted] has been temporarily assigned to assist Sal in DDS&T since November 1968.

6. The DDS and DCI Records Programs are similarly guided and supervised on a part-time basis by [redacted] My staff provides some aid Agencywide upon request but I have only three officers besides [redacted] for the Agency's total Records Program. At present [redacted] has expressed serious displeasure with his chore as DCI/RMO and insists it interferes with his Cable Secretariate responsibilities. He insists he cannot and will not contact and supervise the Records Program or related activities in the DCI area and its several independent offices.

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7. The Office of Training, although small (Records Volume--Records Center, 634 and Offices, 8,236 cu. ft.) has been without a Records Management Officer since [redacted] (GS-13) moved up to the SIPS Project. The many records programs at the several OTR sites (Broyhill, [redacted] Headquarters, [redacted] etc.) require and deserve more professional attention than they are now getting.

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8. The foregoing considers only those alternative possibilities associated with the Records Management Officer positions in components of the Agency.

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[redacted]
CIA Records Administration Officer

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